

ACTIVITY IN RETIREMENT (AIR)

Risk Assessment Form

Date

15th May 2024

Venue

Macclesfield Community Centre, Duke Street, Macclesfield, SK11 6UR.

Activities

This is the main activity centre for AIR and hosts many of AIR's activities – as per the AIR booklet (which is distributed by email, post, and is located on the website). Activities are held each weekday, although their frequency differs.

Rooms/Areas used

Only rooms directly used by AIR have been inspected. All areas used by AIR are used by other groups and Cheshire East Council.

It should be noted that the building is operated by Cheshire East Council who are responsible for the cleaning, maintenance and security of all areas, and management of the building.

Access to premises and leaving premises after activity

The main door to access to the building is via the Duke Street car park, and there are a small number of steps within the entrance to reach the main floor level. There is a semi-automatic disabled door at the side of the building which provide level access, and this is manually enabled when the building is in use, and disabled when the building is locked up.

Contact for site

Morgan Howard (role: caretaker)

Email: Morgan.Howard@cheshireeast.gov.uk

Leaders

Many and various.

Leader Policy Packs

The Leader Policy Pack is now available on the website, rather than issued as hard copy. Leaders are encouraged to access this online. If required/preferred, Leaders can print a copy off from the website.

Equipment used in activity

There is a variety of equipment which is stored in a room located at the end of the corridor close to the Female toilets. AIR equipment is brought out and returned to this area after each activity. The area has equipment from other groups, and East Cheshire council.

Register folders are stored in the kitchen drawers. Refreshments are stored in the adjacent store within the kitchen.

Safety of Equipment

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No immediate problems. All equipment is returned to the relevant storage area after use. Nothing is left out as a potential hazard, and there was no evidence of a hazard during the assessment.

PAT Testing

Yes, the last test date was 04/2024.

Fire equipment

Yes. There are several fire extinguishers in the building, in the main hall, kitchen and at the rear of the main corridor near the disabled side entrance. The service/ check date on the appliances is 11/2023 and is therefore within date.

Fire Notice exhibited

Yes.

Public Liability Notice exhibited

The liability notice expired on 31st March 2024. **

Stairways and flooring condition

Good, no hazards seen. It has been commented that the floor cleaning in the main hall isn't always as prevalent as it might be. **

Toilets and kitchens

On the date of inspection, the toilets needed cleaning. **

Although the wall mounted dispensers no longer operate, bottled liquid soap dispensers are provided in both toilets. There are no mirrors in either toilet.

The kitchen area is tidy, all utensils and crockery tidied away in cupboards. A new fridge / freezer has been installed by Chesire East Council. Refreshments are stored in an adjacent walk-in storage area off the kitchen.

Trip hazards

No issues identified.

Spillages

No issues identified.

First Aid kits

Yes, in the kitchen. The postcode of the building is displayed on the case.

Defibrillator

There are signs in the main hall and entrance hallway clearly indicating the location of the defibrillator, which is located in the kitchen next to the first aid box.

The Management Committee have already identified the need to purchase replacement pads – this is being progressed. There is no battery indicator on the defibrillator, so the battery condition is unknown. This needs to be checked. **

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(The committee agreed to retain the old pads for practice and backup purposes.)

Accident reporting

Leaders report and document incidents to the AIR Secretary and to the Cheshire East Council caretaker. Any incidents would be raised at the AIR Management Committee.

Stage

This area is used on occasion for social events. Access is via the doorway to the left of the stage up a few steps, through the stage door. The door handle has been replaced since the last review. However, there is still an old organ/keyboard on the stage (not PAT tested) – this was reported last time. **

Frequency of inspection

Annual.

**** Actions**

17/05/2024 It was agreed at the Management Meeting that the AIR Chairman will raise the issues above with the Cheshire East Council representative. In summary these are:

- Out of date Liability certificate
- General cleaning (including the toilets)
- Old untested keyboard/organ on stage

The Defibrillator is AIR's responsibility. The state of the Defibrillator battery needs to be investigated as well as the replacement pads being procured.

(The Management Committee on 17/05/2024 agreed to retain the old Defibrillator pads for practice and backup purposes.)

Completed by

I Crewdson